

# Districts: Viewing Principal Self-Reflections Quick Reference Card

## CIITS: Viewing Principal Self-Reflections

### Viewing Self-Reflections

1. Roll your cursor over Educator Development on the navigation bar and click **View Self-Reflection**
2. Use **Select Institution** to choose which school's principal to view. Use the **Choose another window** to ensure "Principal Self-Reflection" is selected

Anderson County High...	All Eligibility Groups	Principal Self-Reflection	Not Submitted	Submitted
Select Institution ▾	Filter groups ▾	Aug. 01 2014 - May, 31 2015	0%	100%
		Group: EDS Principal	0 of 1 Leaders	1 of 1 Leaders
		Choose another window ▾		

3. The system will display the names of principals at the selected institution. Principals who have submitted their self-reflection will have blue hyperlinks for their name; Principals who have not submitted their self-reflection will appear in black text with a Status of "Not Submitted". Click on the **NAME** of the principal to view their self-reflection

Leader Name ^	Self Reflection Status
<a href="#">Jones, Joe</a>	Submitted 07/14/2014

4. The screen will display the self-reflection the principal has entered for *Instructional Leadership*, *School Climate*, *Human Resource Management*, *Organizational Management*, *Communication and Community Relations*, and *Professionalism*

5. Each area will also display the principal's self-assessed rating of *Ineffective*, *Developing*, *Accomplished*, or *Exemplary*

Instructional Leadership

PPGES.1: The principal fosters the success of all students by facilitating the development, communication, implementation, and evaluation of a shared vision of teaching and learning that leads to student academic growth and school improvement.

■ Developing

6. Click the Close button at the top of your screen to return to the main page for viewing self-Reflections

CLOSE ✕